

<p>LEAD TIME REQUIREMENTS FOR TRAVEL: Domestic lead-time: 1 week if tickets are required; 3 days where tickets are not required. Foreign lead-time: 8 weeks. <i>Arrangements for travel cannot be guaranteed if lead times are not provided.</i></p>	<p>Date of Request: <i>Approval:</i> <i>Supervisor</i> _____ <i>Director</i> _____</p>
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Travel documents will be provided 2 days prior to scheduled departure date unless needed sooner. If needed sooner, specify date:

<p><i>To be completed by Travel Dept:</i></p> <p><i>Estimated Total Cost of trip:</i> _____</p> <p><i>Share paid by GFDL:</i> _____</p>

1. Name of traveler:
2. Specific purpose of travel (include name of group sponsoring conference/meeting, etc.):
3. Dates of meeting/conference:
4. Location of meeting/conference (city & state or country):
5. Title of paper/lecture to be presented:
6. Were you invited to present the paper/lecture? Yes No
7. Will this trip be charged to GFDL? Yes No
If "no," name of organization charged:
8. Departure date:
Return date:

9. Will you use annual leave during this trip? Yes No

If yes, please list the dates: from to

Check type of transportation to be used:

10.

air	private auto	limousine
rail (Metroliner)	Govt. auto	rental
rail (regular coach)	bus	

11. a. Registration Amount:

b. List any other miscellaneous expenses you will incur:

12. Reservations required (be specific – include date/time you want to travel; airport you want to use; type of room, etc.):

- a. AIR/RAIL
- b. LIMOUSINE
- c. RENTAL CAR*
- d. MOTEL / HOTEL

**When a rental car is essential, an economy-type or compact vehicle must be used. NOAA will not pay the collision damage waiver insurance. The agency can, in certain circumstances, pay for damage to rented vehicles.*